

Summary of Substantial Changes

January 2014

Section 0000

0160- The definition of sexual abuse is revised due to a change in K.S.A. 38-2202 for human trafficking. The term prostitution is removed to decriminalize the victims of human trafficking. Update was also made for KEES and the definition of KEES was added to computer systems

0430- This policy adds the Self Sufficiency (SS) case file contents to the Financial and Eligibility section of case files. These forms include information that wouldn't be available elsewhere and might be of use to youth, such as mentor, landlord, and education information. This replaces the IL Subsidy and Violation Notice forms and ADM 3465 Purchase of Service. Only the SS forms that are used would be included.

0512- An additional criteria was added to the significant incident criteria for family preservation cases. The new criteria is; an unplanned placement away from the family's home.

Section 1000

1415- This revision adds language to policy for the KPRC social worker to consider the information gathered per 1215 and the risk and safety factors per PPM 1301 in the initial assessment decision. Language is added which allows the consideration of assignment when a pregnant woman with a history of substance use is at risk of relapse.

1871- Unique Case Number: An individual only known to KEES will have a different client ID number assigned to them. If the individual is later added to FACTS, KAECSSES, KSCares, KanPay, or CSS they will be assigned a DCF client ID. The KEES and DCF client ID will not be the same if the individual is not known to FACTS, the other systems or KEES prior to October 1, 2013.

Section 2000

2502- The definition of sexual abuse is revised due to a change in K.S.A. 38-2202 for human trafficking. The term prostitution is removed to decriminalize the victims of human trafficking.

2753- Clarification to the due date for the consultation with the supervisor which currently reads no later than 5 working days prior to the "case closure date". This is changed to "Case Finding and Family Based Assessment due date".

2842- Adding the Unable to Locate (UL) finding code to FACTS in order to have the finding decisions in both KIDS and FACTS be the same. KIDS already has the unable to locate option. This change will improve data quality in FACTS

Section 3000

3207- Information was added to the participant education section to include the new PPS 3049A regarding family service and family preservation non-custody cases. This new form provides families with information regarding the case planning process.

3208- Clarification of the references to youth with Self Sufficiency plans have been added, this should make those policies consistent with current practice.

3212- The Child Welfare Case Management Provider's Responsibility: The process for the Aged Out Medical Program will change from the CWCMP and PPS completing the application and submitting to DCF for eligibility to the KanCare Clearinghouse processing the application. The CWCMP will need to guide the eligible applicants through the application process through the website or by submitting a paper application to the Clearinghouse.

3214- Planning with Youth Prior to Release of Custody: The process for the Aged Out Medical Program will change from the CWCMP and PPS completing the application and submitting to DCF for eligibility to the KanCare Clearinghouse processing the application. The CWCMP will need to guide the eligible applicants through the application process through the website or by submitting a paper application to the Clearinghouse. The CWCMP will need to ensure the youth has the required documentation for the application process and have an understanding of the current MCO's.

3230- Clarification of the references to youth with Self Sufficiency plans have been added, this should make those policies consistent with current practice.

3237- Interactions/Visitations was changed to allow for email contacts between parents and children. The word "unlimited" was removed from phone calls as it was decided this is unrealistic.

3384- The section on Change of Venue, 3384 has been changed to reflect the new contract regions. The Support Services Administrator is responsible for seeing that COV cases are tracked.

Section 5000

5040- The new titles for Regional Administrative staff are now reflected in the Professional Judgment Resolution Process in section 5040.

5050- Section 5050 was deleted as it was a duplicate.

5208- Section 5208 Case Management Provider Referral Responsibilities includes another exception to parental notification of the location of their child. If the parent is a safety threat to the child or placement provider, this notification does not have to be done.

5230- The section on placement services has been changed. DCF is now responsible to respond to relative concerns if DCF has denied placement with them. In these situations, DCF is the agency that has the information to respond to questions about why a child cannot be placed with a relative.

5234- In the section on relative placements, 5234, changes were made to clarify that annual updates of the KBI and child abuse checks do not need to be completed, as the relatives are not licensed. If DCF sees a need for background checks to be redone, they can request the Provider complete them.

5245- Section 5245 Responsibilities When a Child is Missing From Placement now includes information about permissions needed to place a child on the Missing and Exploited Children's website. This information was requested by Regional DCF offices.

5270- Aftercare Responsibilities of the Case Management Provider: The process for the Aged Out Medical Program and Permanent Custodianship will change from the CWCMP and PPS completing the application and submitting to DCF for eligibility to the KanCare Clearinghouse processing the application. The CWCMP will need to guide the eligible applicants through the application process through the website or by submitting a paper application to the Clearinghouse.

5330- The section on assessing the Adoptive Family now includes a reference to Appendix 5T. (Explained below.)

5340- Changes have been made to section 5340 Best Interest Staffing to identify who is on the Selection Team that chooses which prospective adoptive family is best suited to meet a child's needs. Also, selection team members now have to participate in person or by phone so they are a part of the entire discussion about the child and the families being considered. A new brochure has been developed, Appendix 5S, to explain the BIS process to participants.

5911- Added Two-Step Process to be in compliance with federal rules and regulations in determining IV-E eligibility for children in foster care. The first step is to apply the gross income of the AFDC group to the 185% income standards from July 1996. If the income meets the first step, the second step is applied which looks at the AFDC group's income with disregards applied to the 100% income standards.

5923- Medicaid Mental Health Service Delivery: This reference is being deleted. The information can be found in PPM 4907, 0621, and 0607.

Section 6000

6111- Eligibility Requirement for Children: The process for the Permanent Custodianship medical card will be processed through the Kancare Clearinghouse rather than through DCF/PPS staff. The custodian will need to apply for medical card on line or via paper at the local DCF office.

6112- Types of Support and Amount of Subsidy: The process for the Permanent Custodianship medical card will be processed through the Kancare Clearinghouse rather than through DCF/PPS staff. The custodian will need to apply for medical card on line or via paper at the local DCF office. Proof of citizenship will be required for the youth.

6903- Medical Card Extension Program for FC-GS Permanent Custodianship Subsidy: Deleted Application, case maintenance, and eligibility will be managed by KanCare Clearinghouse. This will no longer be a PPS eligibility task.

Section 7000

7040- Case Planning has been significantly reformatted and clarifying language added a requirement to review and document progress on regular basis.

7200- Services and Supports Provided through the Independent Living/Self Sufficiency Program: The Medical Card Extension Program has changed to Aged Out Medical Program. The Independent Living Coordinator will be required to send the PPS 7240 You May Be Eligible Notice to the eligible youth. The IL Coordinator will help the young person complete a Kancare Application and submit it to the Clearinghouse for processing and help the young person select an appropriate MCO.

7220- Foster Care Medical Extension Program: The program title has changed to Aged out Medical Program. The CWCMP, , KDOC-Division of Juvenile Services, and the tribes must provide information to the young person regarding the program and assist in completing the application through the Kancare Clearinghouse.

7221- Eligibility for Foster Care Medical Card Extension Program: Changed program name to Aged Out Medical Program. An online account and KanCare application must be completed and submitted by the youth on the day they are released from custody. The application may also be submitted anytime an eligible young adult comes to the attention of DCF or the CWCMP. The application can be submitted via online or paper application through the KanCare Clearinghouse, online is preferable.

Proof of citizenship and identity must be provided and can be uploaded through the portal or provided by the youth to a DCF eligibility worker to upload.

Annual review will be required and the young adult will be responsible for keeping the Clearinghouse informed of address changes,

Termination will occur when the young adult is no longer eligible; the young adult will be notified.

7222- Procedures for Eligibility and Annual Review: Deleted Aged out Medical: Application, case maintenance, and eligibility will be managed by KanCare Clearinghouse. This will no longer be a PPS eligibility task.

7910- Independent Living Medical Card Extension Program Procedures: Deleted Aged out Medical: Application, case maintenance, and eligibility will be managed by KanCare Clearinghouse. This will no longer be a PPS eligibility task.

Section 10000

10110- KPRC no longer needs to send the PPS 10120 to law enforcement. Youth guardianship requests no longer can through KPRC. They must go directly to the appropriate region. Added information for investigating allegations on tribal reservations. KPRC must send the PPS 10125 to a Chief Administrative Officer (CAO) of the facility if it is not being assigned for further assessment and the allegation involves an adult in a facility.

10130- Only send the PPS 10100 and 10110 to the MHPRC mailbox if the involved adult is receiving mental health services from a Community Mental Health Center and to CSSPRC if receiving waivers. No longer send that information if the intake just indicates a mental illness or disability.

10160- New policy. Adds process for when a case is transferred to another region.

10200- APS supervisor will now set the investigation to confidential and request KPRC to set the intake to confidential when the intake pertains to a DCF staff person as the alleged perpetrator.

10210- When authorized collateral does a safety check, this shall be documented as the initial face to face contact. The APS social worker needs to follow up with the involved adult as soon as possible.

10212- Adds a definition of a “significant event”. Adds specific process when a critical incident is reported.

10216- Combines the PPM 10216 and 10218. Changes request for closure from 5 working days of case assignment to 5 working days from initial assessment.

10315- Moved from Section 10223. Adds a new process for situations when a Corrective Action Plan (CAP) is not completed, but the perpetrator pays the money owed after receiving the substantiation notice. The investigation will remain substantiated and the perpetrator will have the option to appeal.

Forms/Appendixes

Appendix 1A- The definition of sexual abuse is revised due to a change in K.S.A. 38-2202 for human trafficking. The term prostitution is removed to decriminalize the victims of human trafficking.

Appendix 2B- The definition of sexual abuse is revised due to a change in K.S.A. 38-2202 for human trafficking. The term prostitution is removed to decriminalize the victims of human trafficking.

Appendix 5S- BIS Brochure – See the paragraph on section 5340 Best Interest Staffing.

Appendix 5T- Family Assessment and Preparation References – The adoptive family assessment guidelines were developed by the National Resource Center for Adoption, Spaulding. It describes what information needs to be gathered during the assessment and provides guidelines for assessing information gathered. This will improve the quality of adoptive home assessments, and provide enough information for BIS Selection Teams to make good decisions about adoptive placements for children.

EP Appendix A- Updated the form to include the 185% need standard.

PPS 3049A- This new form provides information to families involved in a family service or family preservation non-custody case regarding the case planning process.

PPS 3052 – Clarifications have been made to the form so more than one diagnosis/disability can be noted. Also, the Appendix 1J is referenced.

PPS 3058- Permanency Plan Checklist – DCF staff will now need to answer a question about whether the case plan addresses the child protection objective. Case plans need to address the reason why the child entered out of home care, and assessing this for each case plan will help DCF staff who make referrals to the RE/FC/AD contractor and the RE/FC/AS contractor staff focus on this issue.

PPS 5144- Proposed Placement with Relative – The form now includes the walk through checklist so it doesn't have to be sent separately.

PPS 5410B- Updated the form to include the two step process in determining IV-E eligibility.

PPS 5410B.1- New form to use if deeming step-parent's income.

PPS 5425A- Updated the form to include the youth in the custody of the tribal authority to review their eligibility for KanCare, changed FACTS # to FACTS client ID, added KEES client ID, changed from Kansas Medicaid to KanCare, changed JJA to KDOC, removed the requirement for the case plan dates, added who to return the form to and date due.

PPS 6155- Referral for Payment Permanent Custodianship Subsidy: The KAECEs client ID and number were deleted. The custodian's phone number, anticipated date of the child's graduation, and making changes in KEES were added.

PPS 7230- Application for Medical Card Extension Program: This form is being deleted; the medical process will be managed by KanCare Clearinghouse. This will no longer be a PPS eligibility task.

PPS 7235- Notice of Action Medical Card Extension Program Initial Eligibility: This form is being deleted; the medical process will be managed by KanCare Clearinghouse. This will no longer be a PPS eligibility task.

PPS 7240- Notice of Action-Medical Card Extension Eligibility Information: This form is being deleted and replaced by PPS 7240 You may be eligible for health coverage with a State Medical Card. This notice gives information to the young adult about applying for the Aged Out Medical Program.

PPS 7245- Notice of Action Medical Card Extension Program Yearly Review: This form is being deleted; the medical process will be managed by KanCare Clearinghouse. This will no longer be a PPS eligibility task.

PPS 7250- Notice of Action Termination of Medical Card: This form is being deleted; the medical process will be managed by KanCare Clearinghouse. This will no longer be a PPS eligibility task.

PPS 7400- Clarification: The DCF Social Worker has been removed as required signature on the Permanency Pact. These don't need to be reviewed by DCF if initiated by the provider.

PPS 10125- New form. Provides a template for KPRC and APS to complete when notifying a facility's CAO that an intake has been received on an individual in their facility.

PPS 10212- New form to be completed after a critical incident has been reported.

PPS 10320- New form letter to send to the involved adult letting them know their case is being closed.